



UNITED STATES MARINE CORPS

MARINE CORPS MATERIEL COMMAND

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ALBANY, GEORGIA 31704-0301

In reply refer to:

5310

M05

SEP 06 2001

POLICY STATEMENT M4-01

From: Commander

To: Headquarters, MATCOM Distribution List

Subj: POSITION MANAGEMENT

Ref: (a) Commander, MATCOM ltr 5310 of 6 Sep 01

(b) MCO 12510.2C

1. Purpose. To establish policy for structuring organizations and positions at Headquarters, Marine Corps Materiel Command (MATCOM).

2. Background

a. The Resource Management Department manages the Command's labor and associated civilian function allocations. Reference (a) appointed the Chief of Staff as the MATCOM Position Management Officer with overall responsibility for MATCOM's manpower programs. As the Position Management Officer, the Chief of Staff's ultimate responsibility is to ensure MATCOM military and civilian positions are structured in a manner that provide optimum balance among mission needs, economy, efficiency of operations, and effective utilization of personnel.

b. Sound position management results from a conscious effort to organize and assign workload in the most efficient and economical way. While individual supervisors are experts in their own areas, trained management analysts assigned to the Command Support Office are appointed to objectively study the alignment of positions, functional assignment of work, and associated personnel. The Command Support Office is available to provide assistance to ensure good position management procedures are followed during reorganization and billet realignments.

3. Policy. It is the policy of this Command that all positions and organizations be structured to achieve efficiency and economy in support of our mission. Whenever issues arise which may cause an imbalance in the Command organizational structure and billet alignment, the Command Support Office will resolve these issues with management personnel to the degree possible. Unresolved issues will be forwarded to the Position Management Officer for decision. While the Command Support Office is responsible for the Headquarters, MATCOM manpower programs, specific processes are required in three areas which account for the majority of changes that occur on a daily basis:

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a. Table of Organization (T/O) Changes. The Resource Management Department is responsible for maintaining a balance in Full Time Equivalent (FTE) and funding ceilings as allocated on the MATCOM Letter of Allowance (LOA). In this regard, the Command Support Office will maintain the Command T/O and billet structure, working closely with the Resource Management Department to ensure FTEs are maintained as prescribed in the LOA. All newly established positions, position realignments and abolishment of positions shall be processed to the Command Support Office with appropriate justification. Modifications of the MATCOM T/O will be conducted by the Command Support Office in coordination with the Resource Management Department in order to clearly identify impacts to labor and funding profiles. Recommendations on the revised T/O will be approved by the Position Management Officer and forwarded to the Director, Total Force Structure Division, Marine Corps Combat Development Command, Quantico, Virginia.

b. New Requirements. Staff Managers will ensure proper alignment of manpower resources are commensurate with the work to be performed. From time to time, adjustments in the alignment of manpower are necessary due to changes in mission, functions, workload or budgets. Additionally, new and improved ways of doing business may cause a redistribution of work. Whenever these changes occur in the Command and authorized manpower is insufficient to accomplish the workload via compensatory reduction within the organization, the requirement will be submitted to the Command Support Office for manpower sourcing. The redistribution of manpower between Departments/Divisions/Offices to satisfy requirements will be approved by the Position Management Officer.

c. Position Descriptions (PDs). Supervisors are responsible for properly structuring positions to ensure mission accomplishment is achieved, using manpower resources in the most efficient and effective manner. To ensure that civilian PDs accurately describe the work to be performed in accordance with reference (b), they will be prepared in the Command Support Office. Supervisors will coordinate position requirements with the Command Support Office in an effort to accurately describe duties. Only after position requirements and necessary duties are outlined can proper classification and grade-levels be determined. In addition, supervisors will seek the assistance of the Command Support Office to ensure the level of work defined in a new or rewritten PD is consistent with funding authorizations (this includes upgrades and temporary promotions). Once a PD has been certified as correct by the manager, modifications will be kept to an absolute minimum.

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4. Applicability. This policy is applicable to Headquarters, MATCOM.


B. M. LOTT

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Executive Director, Marine Corps Materiel Command (M02)

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